



ISD Procedure Template

Number: 580-TM-018-01
Effective Date: October 1, 2004
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Approved By: (signature)
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Responsible Office: 580/Information Systems Division (ISD)
Title: Procedure Template

Asset Type: Template
PAL Number: 3.5.2.4

*GUIDANCE: This template can be used to define a procedure.
The above header must be changed to the actual procedure. Changes include:
Name (ISD Procedure Template) should be "ISD [procedure title]"
Also change Number, Dates, Asset Type, Title, and PAL Number
See attached example procedure in this package.*

Purpose *GUIDANCE: State the purpose of the procedure.*

Scope *GUIDANCE: State the scope of the procedure. The scope is defined as range of operation for the procedure; i.e. what will be the extent of treatment, activity, or influence of the procedure's use.*

Roles and Responsibilities *GUIDANCE: List the primary role title of the person who performs activities within the procedure along with their responsibilities. If there are additional roles involved, list them here for each Role Title.*

[Role Title:] (Role title should be in **bold** text)

- Description of responsibility
- Description of another responsibility

[Role Title:] (Role title should be in **bold** text)

- Description of responsibility
- Description of another responsibility

Step-Action Table *GUIDANCE: List the steps and role(s) responsible for performing each step. State whether these steps should be performed in sequential, parallel, or iterative order. If certain steps are performed under special circumstances, list those exceptions. The 'Role' column may be omitted if the same role performs all of the steps.*

Step	Action	Role
Step #	Description of action performed	Role performing action
Step #	Description of action performed	Role performing action

Measures

GUIDANCE: List recommended Measures collected during execution of this procedure. If a measure is not used with the "Primary Usage Scenario" state that fact including which "Alternative Usage Scenario" it should be used. If there are no measures, then add comment "No Measures identified".

Recommended Measures:

- *Measure #1: description with hyper-link, if available*
- *Measure #2: description with hyper-link, if available*

Required Measures are found at *[hyper-link to source]*

Tools and Templates

GUIDANCE: List all Tools available to perform the procedure. If a hyper-link to the Tool is available add that to the description. If a Tool is only used with a specific Usage Scenario then state that information. If a hyper-link to the tool/template is available add that to the description.

Name	Description

Training

GUIDANCE: List all Training required or necessary to perform the procedure. If a hyper-link to the Training is available add that to the description.

Course Name	Description

Training availability can be checked at <http://software.gsfc.nasa.gov/training.htm>.

References

GUIDANCE: List all NASA standards relevant to this particular procedure description. Include the ETVX (Entry-Task-Validation/Verification-eXit) diagram for this procedure as well as the Glossary and Process Asset Library. Insert hyper-links to the document if this is available and add a description, if needed.

- **Glossary:** <http://software.gsfc.nasa.gov/glossary.cfm>
Defines common terms used in ISD procedures
- **ETVX Diagram:** A hyper-link to this diagram can be found in the Process Asset Library on-line version of this document.
- **Process Asset Library:** <http://software.gsfc.nasa.gov/process.cfm>
Library of all ISD process and procedure descriptions
- **Reference Name:** *Insert a hyperlink where reference can be found, Short description of the reference, if needed.*

GUIDANCE for Development History (Below): Description of major changes to the procedure under development and the author performing the change. Delete this section for final version.

Development History	Version	Date	Description of Development Changes
	0.1	May 14, 2004	Created initial version of the Procedure Template. D. Schultz
	0.2	June 10, 2004	Added information blocks for Measures, Tools, Training, and References, in response to offline review comments. D. Schultz
	0.3	July 2, 2004	Revised to match Process template and added example procedure. PGArnold
	0.4	July 30, 2004	Minor revisions to match with Process template changes. PGArnold
	0.5	Sept 9, 2004	Changes requested by CCB. PGArnold

GUIDANCE for Change History (Below): Description of improvements to the approved procedure document, the Change Request responsible, and the author performing the change.

Change History	Version	Date	Description of Improvements
	1.0	TBD	Initial approved version by CCB